

REPORTS INVENTORY

CONTINUE NO.

PREPARE IN DUPLICATE

DDG/OTR/ISS - 5

1. TITLE OF REPORT (If a fill-in report include Form No.)				2. TYPE OF REPORT		STATISTICAL	
External Training Statistical Report by Office				XX		NARRATIVE	
3. FUNCTIONAL AREA				PERSONNEL		XX TRAINING	
				LOGISTICS		SECURITY	
				MEDICAL		FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)			
1		Canceled Aug 1970		1			
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Computer print-out		XX YES IF YES GIVE ADP PROCESSING NO.		STAT			
		NO 612 B					
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary)			
OCS OTR/ISS/AIR				None (Form 136, Form 1961)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
Same as 601A							
B. COSTS OF COMPUTER PRODUCED REPORTS							
50 pages x 5¢ per page =							\$2.50
TOTAL COSTS PER YEAR						\$2.50	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
RETAIN AS IS						MAN-HOURS	
CHANGE						DOLLARS	
XX DISCONTINUE						0 \$8100	
16. DATE OF INVENTORY						18. EXTENSION	
9 OCT 1970							